

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-081 Issue Date: 07-03-12 Closing Date: 07-17-12

**General Ledger Accountant
Central Accounting
Department of Finance
Hourly Wage: DOQ/Full-Time/Regular**

The primary responsibility for this position is to journalize, account for, maintain and report all expenditures and receipts for the Yakama Nation. Duties include daily journal entries, review and adjust for the month-end financial statements, reconciliation and maintenance of the general ledger and timely distribution of financial reports.

Knowledge, Skills and Abilities:

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of A87, A109, A133.
- Knowledge of basic principles, practices, and procedures of governmental fund accounting.
- Knowledge of computerized accounting and financial reporting systems.
- Knowledge of the Yakama Nation finance manual, travel policies, and purchase manual.
- Skill in use of computer software including excel spreadsheets and word.
- Ability to express ideas and convey information effectively, orally and in writing.
- Ability to maintain confidentiality.

General Recruiting Indicators:

- Minimum of an Associate of Arts Degree in Accounting or a related field of study and two years of professional accounting work experience comparable to a Bookkeeper IV. Successful completion of a certified bookkeeping class or vocational program AND four years experience as a Bookkeeper IV or a comparable position may substitute for education.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Required to pass a background check.